



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 4-16-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 1 1972 122 MAY 23 1972	
2. Agency Application No. GDPIH-30		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Health Laboratory Services 47 Trinity Avenue Atlanta, Georgia		4. Person to Contact Mr. C. W. Gates	
		5. Working Title Director, Laboratory Services		6. Tel. No. 656-6772	
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.</div><div><input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.</div></div>					
8. Inclusive Dates 1968 - Present		9. EXACT SERIES TITLE Laboratory Supplies Requisition File			
10. What function performed resulted in creation of this series In support of programs, the Georgia Department of Public Health, laboratories, perform examinations on specimens submitted by health clinics and by doctors. In support of these laboratory functions, a centralized office for storage and issuance of laboratory equipment and supplies is maintained. These items of supplies are issued upon submission of a laboratory requisition request. Supplies are issued and used in appropriate lab as needed.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any This file series consist of 8 1/2 X 11 forms used to requisition supplies. It is a single sheet, filed by year and laboratory section.					
12.					
EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4	6		1	1 1/2
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				7	
			By Annual Accumulation	This Year's	Last Year's
					Preceding All Prior Years'
			AVERAGE DAILY REFERENCES	25	1 0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

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Mr. C.W. Gates, Director, Laboratory Staff Service.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area month(s)/ 3 year(s), then:

1 ☒ Destroy.

2 ☐ Transfer to records center; hold year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>C.W. Gates</i>	Recommendations prepared by <i>C.W. Gates</i>	Approved for Division Date <i>Earl B. Aug 3-29-72</i>	Records Management Officer Date <i>D. W. Har 4/9/72</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>John H. Venable, M.D.</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	XXXXXXXXXXXXXXXXXXXXXXXXXXXX Dept. of Audits <i>William M. Har</i>	Date <i>5-1-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee <i>Carroll Hart</i>	Date <i>4-28-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	XXXXXXXXXXXXXXXXXXXXXXXXXXXX Dept. of Law <i>Robert Har</i>	Date <i>5-4-72</i>